



Stillwater Municipal Building
723 S. Lewis
Stillwater, Oklahoma
stillwater.org

BUSINESS IMPROVEMENT & SPECIAL SERVICES DISTRICT #1
REGULAR MEETING MINUTES
AUGUST 4, 2016

1. CALL MEETING TO ORDER
Chair Gibbs called the meeting to order at 5:17 p.m.
2. INTRODUCTION OF GUEST
Chair Gibbs welcomed City Councilor Will Joyce.
3. APPROVAL OF MINUTES
McCollum motioned to approve the July 7, 2016 Regular Meeting Minutes and Sitton seconded. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Abstain. Motion carried with seven yea votes.
4. GENERAL ORDERS
The Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.
 - a. Façade Grant Program
 - i. Consider request from Harry Marton, 112-118 W. 7th Avenue for \$4170 to replace original wood windows (F17-01)
Motion by Sitton to approve façade grant F17-01. Second by McCollum. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea. Motion carried with eight yea votes.
 - ii. Consider request from Adam Gribben, 1907 Meat Company, 919 S. Main Street for \$1423.70 for interior and storefront remodel (F17-02)
Motion by McCollum to approve façade grant F17-02. Second by Davies. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea. Motion carried with eight yea votes.
 - iii. Consider request from Gaylene Hargrove, 721 S. Main Street for \$5,000 to update and remodel outside of the storefront. F17-04

Motion by Green to approve façade grant F17-04. Second by McCollum. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea. Motion carried with eight yea votes.

- iv. Consider request from Denis Abernathy/Denis the Jeweler, 106 W. 10th for \$1,555.23 to add store front awning and upgrade the outside of the building. F17-03

Motion by McCollum to approved façade grant F17-03. Second by Hunt. Roll call: McCollum Yea, Davies Yea, Green Abstain, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea. Motion carried with seven yea votes.

b. Media Grant Program

- i. Consider request from J. Bryson Baker, Everyman, 713 S. Main Street for \$500 to promote grand opening in August (M17-01)

Motion by McCollum to approve media grant M17-01. Second by Sitton. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Abstain, Williams Yea. Motion carried with seven yea votes.

- ii. Consider request from Dan Bell, Central Ok Community Action, 410 S. Lewis Street, for \$500 to promote Boots & Bandanas fundraiser. (M17-02)

Motion by McCollum to approve media grant M17-02. Second by Sitton. Roll call: McCollum Nay, Davies Nay, Green Nay, Sitton Nay, Forbes Nay, Gibbs Nay, Hunt Abstain, Williams Nay. Motion failed with seven nay votes.

c. Review proposed Special Overlay changes for BID Renewal

Development Services Director Paula Dennison reviewed the proposed changes to the overlay of the BID. Conversation covered new additions to the BID, the use of Specific Use Permits within the BID, and residential zoning. Motion by McCollum to include #17 Recreation & #18 Mobile Food Vendors in the rewrite of the BID overlay. Second by Williams. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea. Motion carried with eight yea votes.

Susie Presley arrived at 6:00 p.m.

d. Discussion regarding the Bid Coordinator position (No action will be taken on this item)

City Manager McNickle explained the team approach to managing the BID Coordinator position. Melissa Reames, Teresa Kadavy, and Patti Osmus from the City Manager's Office will assume the coordinator duties for day-to-day operations with assistance from Stephanie Kinder and John McClenny on special events. It was suggested that an ad hoc committee be established to review the job description and the Board's expectations. Chair Gibbs appointed Cory Williams, Steve Green, Kent Kinzie, and himself to the ad hoc committee.

e. Report on the Polar Express event

McNickle apprised the Board of the relocation of the Polar Express to Stillwater from Bristow and explained the economic possibilities for Stillwater. No action was taken.

f. Consider moving Halloween Fest to Block 34

Discussion was held about the possibility of moving Halloween Fest to Block 34. It will also be discussed at the next merchants meeting. No action was taken.

- g. Consider moving September 2nd Friday, Food Trucks, & Tunes to Boomer Lake in conjunction with Boomer Blast

Motion by Davies and second by Green to endorse moving September 2nd Friday, Food Trucks, & Tunes to Boomer Lake in conjunction with Boomer Blast. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea, Presley Yea. Motion carried with nine yea votes.

5. COMMITTEE REPORTS

No action will be taken on items listed under Committee Reports

- a. Finance Committee – Susie Presley
 - i. **July 2016 financial report**
- b. Investor Relations Committee – **No report**
- c. Member Services Committee – **No report**
- d. Marketing & Advertising – **Hunt reported on Crazy Days**
- e. Customer Relations & Special Events Committee – **Davies reminded Board members that the next merchants' meeting is August 11 at 8:30 a.m.**

6. REPORTS FROM OFFICERS

Announcements and remarks about matters of general interest may be made by Board members, BID Coordinator or the City Attorney at this time. No action will be taken.

7. ADJOURN

Motion by McCollum and second by Hunt to adjourn the meeting at 7:21 p.m. Roll call: McCollum Yea, Davies Yea, Green Yea, Sitton Yea, Forbes Yea, Gibbs Yea, Hunt Yea, Williams Yea. Motion carried with eight yea votes.